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Office Memorandum • ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED], Chief, Services Branch

DATE: 2 February 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations for the Month Ending 31 January 1948

1. Status of Personnel:

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- a. Number of persons authorized.....
- b. Number of persons now on duty.....
- c. Number of persons on sick leave.....
- d. Pending personnel actions awaiting security clearances.....
- e. Remaining unfilled positions.....

2. Problems Encountered:

a. During the past month many inquiries have been received relative to individuals authorized to sign Federal Works Agency Property Passes for withdrawals of property from the building of C.I.A. This situation could be rectified if Administrative Instruction, Subject: FWA Property Passes, is published in the near future.

b. The same problem as indicated in Report of Operations for the month of December 1947 remains pending. Mr. [REDACTED], Chief, Supply

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3. Major Accomplishments:

a. The draft of the "Property Accounting Manual" which outlines the procedure for accountability of Agency property and the establishment of the monetary value of expendable and non-expendable property has been completed and forwarded for concurrence. Chapters pertaining to Reports of Inventory Adjustments, Survey Reports and C.I.A. Property Survey Board have been revised to agree with Administrative Instructions No. 40-9 and 40-11.

b. The following progress has been made relative to establishing the monetary value of expendable and non-expendable property within C.I.A.:

- (1) Supply Record Cards, Form No. 36-25 have been prepared by this office for all expendable supplies carried in Agency Supply Accounts and the monetary value has been indicated thereon.

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non-expendable property, with the exception of a number of non-standard communication items, has been established and entered on Form No. 36-19.

It is contemplated that the total monetary value report for expendable and non-expendable property will be available on or about 15 February 1948.

c. During the past month, this office conducted a complete inventory of non-expendable office equipment and furniture within Supply Account No. 3. This inventory was conducted in conjunction with the recent transfer to the new nomenclature as outlined in the CIA Office Equipment and Furniture Catalog for Classes A, B, and C Property. Assistance to accountable property officers, was also rendered, to determine that total quantities of items charged to each property account was in agreement with the central control records maintained by the Property Control Division.

d. The Property Control Division has completed a draft of a CIA Administrative Instruction which outlines the policy and procedures governing the Federal Works Agency Property Passes. F.W.A. Property Passes are issued to authorize the movement of property among the various buildings occupied by this Agency. At the present time this draft is in the process of concurrence.

4. Future Plans:

a. In addition to performing the normal functions of the Property Control Division, this office will continue the compilation of standard catalogues for agency supplies and equipment. The remaining catalogues for supply accounts to be accomplished are, Communications Supply Account No. 1, Operational Supply Account No. 4 and Medical Supply Account No. 5.

b. This office contemplates future inventories of lumber and kegs of nails utilized by the Supply Warehouse and the establishment of necessary records for control of these items.

c. In some instances, the monetary value of expendable or non-expendable supplies and equipment may be over or under estimated. Therefore this office will devise a system for reconciling these discrepancies. It is planned that a "Monetary Value Adjustment Card" will be utilized for this purpose, which will be posted to the appropriate records for adjusting prices. Adjustment Cards will be maintained as a permanent record substantiating the charges made thereto.

d. A procedure outlining a droppage allowance of \$25.00 on a quarterly basis, for minor expendable supplies carried in supply accounts, such as, pencils; ink; film; batteries, flashlight; etc.; is being drafted. This procedure, if approved, will eliminate excessive administrative costs in processing Survey Reports for such items.

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e. A procedure relative to the collection of fines on disapproved Survey Reports for Naval personnel is being drafted which will set forth the manner by which pecuniary charges will be collected by this Agency.

5. During the month of January 1948, the following work load was performed by the various sections of the Property Control Division.

a. Control Section:

(1) Vouchers posted.....	593
(2) Purchase Orders Processed.....	1135
(3) Delivery Receipts Processed (Expendable).....	580
(4) Reports of Inventory Adjustments processed.....	9
(5) Identification Control Cards Posted.....	886
(6) Memorandum Receipts - Loan Property Processed.....	4

b. Audit and Inspection Section:

(1) Property Accounts Audited.....	1
(2) Inventories conducted.....	2

c. Survey and Clearance Section:

(1) Survey Reports Being Inventigated.....	12
(2) Survey Reports Processed to Board.....	4
Relieved.....	2
Action Deferred.....	2
(3) Property Clearance Issued.....	31
(4) Property Passes Issued.....	17

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